

ECONOMIC DEVELOPMENT PROJECT COORDINATOR COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

SALARY RANGE: \$4,300 - \$5,762 per month

CLOSING DATE: October 23, 2012

ABOUT THE JOB: The Economic Development Project Coordinator develops, implements and administers economic development-related projects and programs as directed by the Economic Development Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

- Conduct community and economic development –related research using primary and secondary data sources;
- Act as liaison between the City and community;
- Develop, review and recommend approval of project and program work plans, services, policies, procedures, and reports;
- Research, develop, and recommend new economic development programs or projects;
- Recommend program improvements to existing programs and projects;
- Conduct business information research, analyze and interpret fiscal, demographic, market and other business-related economic data;
- Promote and market programs and provide positive public relations and customer service;
- Monitor and provide assistance to business and property owners and business organizations involved in downtown redevelopment.
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a Bachelor's degree in business/public administration, urban planning, economics or political science or a related field and four years of experience in managing economic development projects, urban planning projects, federal programs, or public/non-profit projects, or an equivalent combination of education and experience. A Master's degree in a related field is preferred.

Requires knowledge of economic development policies and procedures, economic and real estate development principles and practices, laws, practices, and principles of development/redevelopment, Geographic Information Systems (GIS), specifically within the context of economic development and/or planning. Requires skills in using Microsoft Office applications, conceptual analysis and policy/program development and implementation, data analysis skills, including first and secondary sources and research.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.beavertonoregon.gov. Closing Date: October 23, 2012.